

## **Programming Checklist**

Date and Time of Program

Theme

Speaker(s) – Who, Transport needed

Audience – Who

Preliminary contacts with who, when

Number to be invited to event

Invitations developed (include description of event)

Date invitations sent, RSVP date

Other marketing, advertising to be done – how, where, when

Resources needed to support program

Handouts

Projector

Video

Books, articles

Media coverage

Who

Briefing materials

Transport needed

Budget

Materials

Refreshments

Speakers

Logistical details

Venue + Contacts

Venue setup (when)

Equipment needed (Tables, chairs, podium, microphone, projector etc)

Date needed + Supplier of equipment

Refreshments

What + Supplied by

Glasses / dishes needed + Supplied by

American Corners Workshop

Nairobi, Kenya

September 2006

IROs Karen Hartman & Anne Carson